

Information Technology Certificate Medical Receptionist

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I	3	None	Fall, Spring		
GIT110	Microcomputer Applications Software	3	ENL020 & ENL050 or satisfactory basic skills assessment scores & (GIT101, GIT102 or 30wpm)	Fall, Spring, Summer		
BIT103	Medical Terminology	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring		
BIT207	Medical Coding and Billing	3	BIT103	Fall, Spring		
BIT203	Medical Office Procedures	3	GIT110 & BIT103	Spring		
Total Credits		18				

Overview

Students gain skills and knowledge in computer applications, medical terminology, and medical office procedures. A Medical Receptionist Certificate is the first step to a career in healthcare. Students are encouraged to build on the Medical Receptionist Certificate and obtain a certificate in Medical Office Administration or Medical Coding and Billing and eventually an Associate's degree at the College.

Career Outlook

Students are prepared for an entry-level position as a receptionist in a medical environment.

Program Outcomes

Upon successful completion of the Medical Receptionist Certificate, students are able to:

- Demonstrate desirable work habits including verbal/written communication skills, technological competence, critical thinking, problem solving, self-reliance, cooperativeness, and adaptability.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in the healthcare environment.
- Assume an entry-level position as a receptionist in a healthcare facility.